

# DEPARTMENT HEAD REPORT

## Clerk's Office

March 19th, 2024

Since the last Department Head Report to the Okanogan City Council, the Clerk's Office has:

### 1. Budget

- Posted Vouchers for 2nd Council March 2024
- Paid Vouchers for 1st Council March 2024
- Posted Beginning/Ending Fund Balances

### 2. Clerk Duties

- Distributed Correspondence and Agenda Items
- Responded to Public Records Request

### 3. Other

- Receipted in Various Funds (Building Permits, Taxes etc.)
- Made Daily Bank Deposits

### 4. Payroll

- Completed 1st Payroll for March 2024

### 5. Planning/Building

- Assisted Building Official with various issues
- Assisted Planner with various issues

### 6. Utilities

- Updated Utility Accounts
- Printed & Mailed March delinquents
- Updated Website
- Prepared Press Release for April 6<sup>th</sup> Spring Clean-Up

### 7. Sports Complex

- Updated Plex Calendar
- Posted March Plex Calendar on City Website

### 8. Wellness

- Facilitated Wellness Committee Meeting
- Attended AWC Healthy Worksite Summit
- Received 2024 WellCity designation

### 9. Clerk Treasurer

- Prepared Annual Report
- Attended Parks Committee Meeting
- Drafted Ordinance updates for Water and Sewer Codes